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## **DOMESTIC CDC SUPPLEMENTAL PCS TRAVEL POLICY GUIDANCE**

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**June 10, 2004**

## **Table of Contents**

Authorization of a Relocation.....	3
Paying Relocation Allowances for a Transfer Employee .....	6
Paying Relocation Allowances for a New Appointee.....	10
Subsistence and Transportation Expenses .....	11
Househunting Trips.....	15
Temporary Quarters .....	17
Transportation of Household Goods .....	20
Extended Storage of Household Goods .....	23
Transportation and Emergency Storage of a POV .....	26
Transportation of a Mobile Home.....	29
Real Estate and Residence Transactions.....	30
Home Marketing Incentive Payment Program .....	31
Property Management Services .....	32
Miscellaneous Expense Allowance (MEA) .....	33

## ***Authorization of a Relocation***

<b>Policy Topic</b>		
<b>What internal policies and procedures must we establish before authorizing a relocation allowances?</b>	<b>FTR 302-2.100</b>	<b>Before authorizing a relocation, you must set internal policies that determine:</b>  (a) <b>How you will implement the governing policies throughout this part;</b> (b) <b>How you will determine when a relocation is in the best interest of the Government;</b> (c) <b>When you will allow a travel advance for relocation expenses;</b> (d) <b>Who will authorize and approve relocation travel;</b> (e) <b>Under what additional circumstances you will require an employee to sign a service agreement; and</b> (f) <b>Who is required to sign a service agreement.</b>

## Policy Topic

### **CDC The following CDC guidance applies to FTR 302-2.100(a):**

CDC has documented a policy supplement to the FTR to address discretionary items and CDC-specific scenarios. The CIO travel-approving official and BPD will provide the traveler with direction regarding policies and procedural guidance. The CIO travel-approving official is responsible for reviewing the travel orders and travel vouchers prior to approval to ensure compliance with policy.

### **The following CDC guidance applies to FTR 302-2.100(b):**

For specific travel scenarios not directly addressed in this policy supplement, the CIO travel-approving official will provide direction as to whether the expenses in question are in the best interest of the Government. In addition to meeting the standard eligibility requirements for a permanent change of station (PCS), a cost comparison should be conducted to determine whether or not the relocation for the specific travel scenario is more advantageous to the government than a temporary change of station (TCS) or long-term TDY.

In order to be considered for relocation, the traveler must comply with one of the following situations:

- New Appointee appointed to his or her first official duty station.
- An employee transferring in the interest of the Government from one agency or duty station to another for permanent duty, and the duty station is at least 50 miles distance from the old duty station.
- An employee returning to his or her place of residence after completion of a prescribed tour of duty for the purposes of separation from Government service or an employee entitled to a “last move home”.
- An employee relocating for the purposes of long-term training when a permanent change of station is in the best interest of the Government.
- A career appointee to the Senior Executive Service (SES) or a prior SES appointee who is returning to his or her official residence and will be receiving SES benefits.
- An employee being assigned to a temporary duty station where a permanent change of station is in the best interest of the Government.

### **The following CDC guidance applies to FTR 302-2.100(c):**

Policy Topic	
	<p>An employee may obtain an advance when authorized for enroute travel, househunting trip(s), temporary quarters, or commuted rate reimbursement for shipment of household goods. The CIO travel-approving official will provide direction to the traveler regarding specific travel advance situations and must include the approved request for the advance on the travel order.</p> <p><b>The following CDC guidance applies to FTR 302-2.100(d):</b></p> <p>The CIO travel-approving official is responsible for approving relocation travel at his or her center.</p> <p><b>The following CDC guidance applies to FTR 302-2.100(e):</b></p> <p>Additional circumstances requiring a traveler to sign a service agreement are determined at the CIO level. The travel approving official at that location is responsible for providing the traveler with guidance regarding their specific situation, coordinating the agreement, approving the conditions, and incorporating the agreement into the travel order.</p> <p><b>The following CDC guidance applies to FTR 302-2.100(f):</b></p> <p>Any individual authorized to conduct a PCS is required to sign a service agreement prior to performing the move. Civilian employees and new hires are required to sign the HHS 355, "Employee Agreement for CONUS Relocation" form, for a domestic relocation. The personnel order authorizing the relocation of a Commissioned Corps officer serves as his or her service agreement, and the signed fellowship agreement is considered the official service agreement for a relocating fellow. An individual authorized to perform a TCS is not required to sign a service agreement.</p>

## ***Paying Relocation Allowances for a Transfer Employee***

<b>Policy Topic</b>		
What governing policies and procedures must we establish for paying a relocation allowance under this <a href="#">Part 302-3</a> ?	FTR 302-3.500	<p>You must establish how you will implement policies that are required for this part, which include;</p> <ul style="list-style-type: none"><li>(a) When you will pay relocation expenses if an employee violates his or her service agreement;</li><li>(b) When you will authorize separate relocation allowances to an employee and an employee's immediate family member that are both transferring to the same official station;</li><li>(c) When you will grant an employee and/or the employee's immediate family member(s) an extension on beginning separation travel;</li><li>(d) When you will allow an employee to arrange his or her own relocation upon separation;</li><li>(e) When you will authorize a temporary change of station (TCS);</li><li>(f) When you will define an area not to reimburse for a TCS;</li><li>(g) When you will pay extended storage of household goods for TCS; and</li><li>(h) What relocation allowances you will and will not pay when an employee is permanently assigned to a temporary official station.</li></ul>

## Policy Topic

CDC CDC established the following policies to clearly define reimbursement of relocation allowances for transfer employees:

**The following CDC guidance applies to FTR 302-3.500(a):**

When relocating a civilian employee using Government funds, the individual is required to sign a service agreement, the HHS 355 "Employee Agreement for CONUS Relocation" form, committing to one year of employment with the Government. If this agreement is breached, the CIO travel-approving official may choose to recommend reimbursement of relocation expenses if the circumstances causing the employee to leave were considered reasonable and beyond his or her control.

**The following CDC guidance applies to FTR 302-3.500(b):**

The CIO travel approving official may recommend authorization of separate relocations for two employees relocating to the same official duty station when the employees are relocating on behalf of two different centers and have different start dates, or in other circumstances when the CIO travel-approving official determines that separate relocations are necessary and in the best interest of the Government.

**The following CDC guidance applies to FTR 302-3.500(c):**

The CIO travel-approving official will consider an employee's request to extend beginning separation travel and may choose to authorize the extension when the justification is determined beyond the employee's control, reasonable to the agency or in the interest of the Government.

CDC will approve an extension for Senior Executive Service (SES) last move home relocation for 2 years from the date of separation or from the date of death, if the employee dies before separation.

**The following CDC guidance applies to FTR 302-3.500(d):**

The CIO approving official may provide direction to the traveler to arrange his or her own relocation upon separation, using the commuted rate outlined in FTR 302-7.

**The following CDC guidance applies to FTR 302-3.500(e):**

## Policy Topic

The CIO travel-approving official may choose to authorize a temporary change of station (TCS) for an employee who must relocate to fulfill a domestic assignment with a duration lasting between six and 30 months. The CIO approving official must perform a cost comparison to determine that a TCS is more cost effective and advantageous to the Government than a PCS. An employee signed under the Government Training Act is not eligible for a TCS.

A TCS may be authorized if the employee is assigned to a long-term duty where it has been determined advantageous to the Government to temporarily relocate the traveler as opposed to sending the employee on temporary duty travel. The CIO may have additional specifications that will be applied to this decision and the approving official will provide direction as to whether these conditions are met on a case-by-case basis.

Expenses that may be authorized for reimbursement include travel and subsistence expenses, storage of household goods, miscellaneous expenses, transportation of a privately owned vehicle, and a relocation income tax allowance. The CIO may also choose to provide househunting trips and temporary quarters for the employee.

### **The following CDC guidance applies to FTR 302-3.500(f):**

The CIO travel-approving official will provide direction to the traveler in specific situations where reimbursements are not authorized for a TCS.

### **The following CDC guidance applies to FTR 302-3.500(g):**

The CIO travel-approving official will provide direction to the traveler to determine whether the request for extended storage, is in the best interest of the agency. To obtain an extension for temporary storage, the employee must provide a written request for the extension before the initial 90 days expire and obtain authorization from the CIO approving official. The request for the extension may include up to 90 additional days of storage. Under no circumstances may the total time for temporary storage exceed the maximum limit of 180 days. Upon approval, the travel order must be amended to reflect the change and approved.

### **The following CDC guidance applies to FTR 302-3.500(h):**

The CIO travel-approving official will provide direction as



Policy Topic
<p>to which relocation allowances will be approved when an employee is permanently assigned to a temporary official station. Once the travel voucher, receipts and supporting documentation are submitted for payment to the Financial Management Office (FMO) with the recommended reimbursement amount, the Financial Services Branch (FSB) will review and make the final approval or denial of the reimbursement requests in accordance with governing regulations.</p>

## ***Paying Relocation Allowances for a New Appointee***

<b>Must we establish any specific procedures for paying a relocation allowance to new appointees?</b>	<b>FTR 302-3.501</b>	<b>Yes, you must establish specific guidelines for paying a relocation allowance to new appointees. These guidelines must establish the:</b> <b>(a) Criteria in accordance with 5 CFR part 572 on how you will determine if a new appointee is eligible for the relocation allowances authorized therein; and</b> <b>(b) Procedures that will provide new appointees with information surrounding his or her benefits.</b>
	<p>CDC</p>	<p>CDC established the following procedures to clearly define the process for reimbursing relocation allowances for a new appointee:</p> <p><b>The following CDC guidance applies to FTR 302-3.501(a):</b></p> <p>A new appointee is eligible for relocation allowances if the official announcement for the specific position posted by the agency includes relocation allowances.</p> <p><b>The following CDC guidance applies to FTR 302-3.501(b):</b></p> <p>Once the CIO travel-approving official provides direction as to whether a new appointee is eligible to receive reimbursement for a PCS, a Relocation Notification Form including contact information for the new appointee will be completed by the CIO and submitted to the customer service agent, Bureau of the Public Debt (BPD). BPD is responsible for counseling the new appointee regarding his or her entitlements, any additional allowances or benefits that he or she may be eligible to receive, and coordinating the PCS for the individual.</p>

## ***Subsistence and Transportation Expenses***

<b>What governing policies must we establish for payment of allowances for subsistence and transportation expenses?</b>	<b>FTR 302-4.700</b>	<b>For payment of allowances for subsistence and transportation expenses, you must establish policy and procedures governing:</b> <ul style="list-style-type: none"><li><b>(a) How you will implement the regulations throughout this part;</b></li><li><b>(b) A reasonable minimum driving distance per day that may be more than, but not less than an average of 300 miles per calendar day when use of a POV is used for PCS travel and when you will authorize an exception;</b></li><li><b>(c) Designation of an agency approving official who will authorize an exception to the daily minimum driving distance; and</b></li><li><b>(d) When you will authorize the use of more than one POV for PCS travel.</b></li></ul>
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CDC For moves between two CONUS duty stations, employees and family members are entitled to en route travel expenses. A “family member” is defined as parents, spouses and their parents, children, siblings and their spouses, and any person related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

*Transportation Expenses:*

Employees (new appointees and civilian employees) and family member(s) are entitled to transportation via privately owned vehicle (POV) or air. (Transportation expenses for fellows are determined by the regulations established for the fellowship, and allowable transportation expenses for commissioned corps officers are determined by the JFTR.) For domestic relocations, the employee is expected to use a POV to travel from the origin of residence to the newly assigned duty station. If the employee requires an alternate mode of travel (e.g. airline, train), the CIO travel-approving official must approve the request to travel via an alternate mode and the request to ship a POV (if applicable), and ensure it is advantageous to the government. In this case, the individual must coordinate travel arrangements through the appropriate TMS.

*Per Diem:*

Employees (new appointees and civilian employees) are entitled to per diem for meals and incidental expenses (M&IE) during en route travel. For domestic en route travel, only the family member(s) of a civilian transfer employee are entitled to receive per diem. (Per diem expenses for fellows are determined by the regulations established for the fellowship, and allowable per diem expenses for commissioned corps officers are determined by the JFTR.) Per diem can be claimed only for the authorized days of en route travel. The per diem allowance for each day is based on the number of hours traveled for the particular day. An employee is not eligible for per diem on the first day unless he or she is in travel status for at least 12 hours. For the first and/or last 12 to 24 hour period that qualifies for a day of en route travel, per diem reimbursement is limited to 75 percent of the applicable M&IE rate. Full days of travel, excluding the first and last days, are reimbursed at 100% of the standard CONUS rate.

Per diem reimbursement is limited to the number of days it takes to travel from the origin to destination by the most direct route at a minimum average of 300 miles per day. When claiming reimbursement, the employee must record expenses for each meal (e.g., breakfast, lunch, dinner) on the expense worksheet.

**The following CDC guidance applies to FTR 302-4.700(a):**

The customer service agent, BPD, is responsible for counseling the traveler on entitlements and additional discretionary allowances related to transportation and subsistence he/she may be authorized to receive. BPD will prepare the travel order, including all allowances requested by the traveler that are in accordance with the FTR and CDC supplemental guidance, and submit it to the CIO travel-approving official for authorization.

**The following CDC guidance applies to FTR 302-4.700(b):**

The number of authorized en route travel days and per diem is determined by considering the actual number of days traveled, not to exceed the number of days allowed based on the total distance traveled. When calculating the number of authorized en route travel days, up to 300 miles traveled qualifies for one day of en route travel. Mileage in excess of 300 miles qualifies the traveler for additional travel days based on the most direct route at a minimum of 300 miles per day. The actual miles traveled should be divided by 300, rounding up or down at the half point mark, to determine the allowable days for en route travel reimbursement.

CDC will reimburse the traveler for each authorized POV based on the distance for the most direct route provided by the Rand McNally website or similar source. Travelers may be reimbursed for actual mileage up to a 10 percent variance. Standard highway mileage guides include sources such as Rand McNally, which can be found at <http://www.randmcnally.com/>.

The JFTR mandates the use of the Defense Table of Official Distance (DTOD), which can be found at <http://dtod1.mtmc.army.mil/>. For travel in and around the permanent duty station (PDS) or temporary duty station (TDY) site, and between home/office and the airport (or other departure station), the traveler should track mileage based on odometer readings.

**The following CDC guidance applies to FTR 302-4.700(c):**

When the traveler is delayed due to circumstances beyond his or her control (e.g., severe weather, physical handicap or limitations), the CIO travel-approving official may recommend an exception and authorize days in excess of the days calculated based on distance traveled.

**The following CDC guidance applies to FTR 302-4.700(d):**

Any time an additional POV is requested, the CIO travel-approving official must provide authorization on the travel order prior to the departure date.

## ***Househunting Trips***

<b>What governing policies must we establish for the househunting trip expenses allowance?</b>	<b>FTR 302-5.1</b>	<b>You must establish policies and procedures governing:</b> <ul style="list-style-type: none"><li><b>(a) When you will authorize a househunting trip for an employee;</b></li><li><b>(b) Who will determine if a househunting trip is appropriate in each situation;</b></li><li><b>(c) If and when you will authorize the fixed amount option for househunting trip subsistence expenses reimbursement;</b></li><li><b>(d) Who will determine the appropriate duration of a househunting trip for an employee who selects a per diem allowance under <a href="#">Part 302-4</a> of this chapter to reimburse househunting trip subsistence expenses; and</b></li><li><b>(e) Who will determine the mode(s) of transportation to be used?</b></li></ul>
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CDC The househunting allowance is a discretionary item, which may be authorized by the CIO travel-approving official for employees and/or spouses. Immediate family members, other than the spouse, or new appointees are never entitled to receive reimbursement for a househunting trip.

**The following CDC guidance applies to FTR 302-5.1(a):**

The CIO travel-approving official may authorize a househunting trip, not to exceed ten calendar days, for an employee and/or his or her spouse who is in the process of organizing and conducting a PCS on behalf of CDC. The househunting trip will be granted to allow the employee and/or spouse time to look for a house at the new *domestic* duty station. The employee and spouse may choose to take separate househunting trips. The total duration of the househunting trip, whether taken together or separately, may not exceed 10 calendar days.

**The following CDC guidance applies to FTR 302-5.1(b):**

The househunting trip request must be included on the travel order, and the CIO travel-approving official must authorize the request before travel can take place.

**The following CDC guidance applies to FTR 302-5.1(c):**

CDC may reimburse the employee by providing a fixed amount or actual reimbursement for househunting trips. The CIO travel-approving official will provide direction to the traveler regarding the method that will be included on the travel order. Evaluating the needs of the employee and family and ensuring that the reimbursement is in the best interest of the Government will determine the method used.

**The following CDC guidance applies to FTR 302-5.1(d):**

The CIO travel-approving official will provide direction to the traveler regarding the authorized duration of the househunting trip.

**The following CDC guidance applies to FTR 302-5.1(e):**

The CIO travel-approving official will provide direction to the traveler regarding which mode of transportation is most advantageous to the Government.



## ***Temporary Quarters***

<b>What governing policies must we establish for the TQSE allowance?</b>	<b>FTR 302-6.301</b>	<b>You must establish policies and procedures governing:</b> <ul style="list-style-type: none"><li><b>(a) When you will authorize temporary quarters for employees;</b></li><li><b>(b) Who will determine if temporary quarters is appropriate in each situation;</b></li><li><b>(c) If and when you will authorize the fixed amount option for TQSE reimbursement;</b></li><li><b>(d) Who will determine the appropriate period of time for which TQSE reimbursement will be authorized, including approval of extensions and interruptions of temporary quarters occupancy; and</b></li><li><b>(e) Who will determine whether quarters were indeed temporary, if there is any doubt?</b></li></ul>
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CDC The temporary quarters allowance is one that is discretionary and may be provided for an employee and/or immediate family member(s) during the relocation process. New appointees, employees relocating under the Training Act, and employees returning from an overseas assignment for the purpose of separation are not eligible to receive temporary quarters.

**The following CDC guidance applies to FTR 302-6.301(a):**

CDC may authorize temporary quarters for an employee and immediate family member(s) when it is determined to be in the interest of Government. If the employee is relocating for official duty and requires temporary accommodations at the new domestic duty station, which is 50 miles or greater distance from the old duty station, the CIO travel-approving official may provide direction to the traveler to obtain temporary quarters. Reimbursement for temporary quarters may be authorized at the old and new duty sites at the same time if necessary. The purpose of temporary quarters is to allow an employee time to find a residence at the new duty station, and/or for the immediate family member(s) to obtain accommodations when the old residence is sold prior to the family relocating to the new duty station. Rental of a furnished or unfurnished apartment on a month-to-month basis, extended-hotel stay, or a stay with family or friends all qualify for temporary quarters. Temporary quarters eligibility begins once the employee arrives at the new duty station and eligibility ends the day preceding the day the employee and/or family members occupy the permanent residence quarters, or the day the employee's authorized period to claim reimbursement expires.

**The following CDC guidance applies to FTR 302-6.301(b):**

The CIO travel-approving official will provide direction to the traveler regarding temporary quarters by evaluating the needs of the employee and immediate family member(s), ensuring the distance between the old and new duty station is 50 miles or greater, and determining temporary quarters is in the interest of the Government, prior to approving the request.

**The following CDC guidance applies to FTR 302-6.301(c):**

CDC may reimburse the employee by providing a fixed amount or actual temporary quarters subsistence (TQSE). The CIO travel-approving official will provide direction to the traveler regarding the method that will be included on the travel order. Evaluating the needs of the employee and family and ensuring that the reimbursement is in the best

interest of the Government will determine the method used.

**The following CDC guidance applies to FTR 302-6.301(d):**

The CIO travel-approving official will provide direction to the traveler regarding the acceptable duration for temporary quarters and authorize the amount on the travel order. In the case that an extension or interruption of temporary quarters is required, the customer service agent, BPD, will work with the employee and the CIO travel-approving official to recommend a solution that is in the best interest of the Government. The circumstances leading to the request for an extension or interruption of temporary quarters must be determined reasonable and beyond the control of the employee. Upon an employee's request for an extension or interruption of temporary quarters, BPD will ensure that the request is in accordance with the FTR and supplemental CDC guidance; then amend the travel order to include the extension or authorized interruption and submit the amended travel order to the CIO travel-approving official for authorization.

**The following CDC guidance applies to FTR 302-6.301(e):**

In the instance that the employee's intent for temporary quarters is questionable, the CIO travel-approving official will determine whether the authorized quarters will be terminated; in which case the employee may be liable to repay the Government for any reimbursement claimed related to the quarters.

## ***Transportation of Household Goods***

<b>What policies and procedures must we establish for this part?</b>	<b>FTR 302-7.300</b>	<b>You must establish policies and procedures as required for this part, including who will:</b> <ul style="list-style-type: none"><li><b>(a) Administer your household goods program;</b></li><li><b>(b) Authorize PBP&amp;E to be transported as an agency administrative expense;</b></li><li><b>(c) Authorize temporary storage in excess of the initial 90-day limit;</b></li><li><b>(d) Collect any excess cost or charges;</b></li><li><b>(e) Advise the employee on the Governments liability for any loss and damage claims under 31 U.S.C. 3721-3723; and</b></li><li><b>(f) Ensure that international HHG shipments by water are made on ships registered under the laws of the United States whenever such ships are available.</b></li></ul>
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**CDC The following CDC guidance applies to FTR 302-7.300(a):**

The transportation officer is responsible for administering the household goods program for CDC. The officer may authorize up to \$500 in special expenses related to transportation of household goods (i.e., special crating, shuttle services, etc). When an amount greater than \$500 is required for special shipment circumstances, the officer must obtain authorization from the CIO travel-approving official and amend the travel order accordingly.

**The following CDC guidance applies to FTR 302-7.300(b):**

The CIO travel-approving official will provide direction to employees in certain specialties that may require that they be authorized shipment of professional books, papers, and equipment (PBP&E) with their household goods. The travel-approving official must conclude that shipment of PBP&E is necessary and in the best interest of the Government.

**The following CDC guidance applies to FTR 302-7.300(c):**

To obtain an extension for temporary storage, the employee must provide a written request for the extension before the initial 90 days expire in order to obtain authorization from the CIO travel-approving official. The CIO travel-approving official will provide direction to the traveler regarding an extension of temporary storage of household goods and the duration of the extension.

Temporary storage is not automatically extended when an extension for TQ is approved. Separate written requests must be submitted and approved for the extension of household goods storage and the extension of TQ.

**The following CDC guidance applies to FTR 302-7.300(d):**

CDC will collect any outstanding and/or unused advances for transportation of household goods. For additional guidance please refer to the procedure titled "Trip Cancellations/Submitting Unused or Partially Used Travel Advances", posted on the CDC Travel Portal.

**The following CDC guidance applies to FTR 302-7.300(e):**

The customer service agent and transportation officer, BPD, is responsible for advising the employee on the Government's liability for any loss or damage claims under 31 U.S.C. 3721-3723.

**The following CDC guidance applies to FTR 302-7.300(f):**

The transportation officer, BPD, must ensure that international household goods shipments by water are made on ships registered under the laws of the United States whenever such ships are available.

## ***Extended Storage of Household Goods***

<b>What policies and procedures must we establish for the allowance for extended storage of HHG?</b>	<b>FTR 302-8.400</b>	<b>You must establish policies and procedures governing this part including:</b> <ul style="list-style-type: none"><li><b>(a) When you will authorize payment;</b></li><li><b>(b) Who will determine whether payment is appropriate;</b></li><li><b>(c) How and when reimbursements will be paid;</b></li><li><b>(d) Which locations meet the criteria of this part for isolated official station at which conditions exist for allowing extended storage at Government expense for some or all employees;</b></li><li><b>(e) Who will determine the duration and place of extended storage.</b></li></ul>
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**CDC The following CDC guidance applies to FTR 302-8.400(a):**

To obtain an extension for temporary storage, the employee must provide a written request for the extension before the initial 90 days expire and receive approval from the CIO travel-approving official that the extension is necessary. Under no circumstances may the total time for temporary storage exceed the maximum limit of 180 days. Upon approval, the travel order must be amended to reflect the change.

Storage is not automatically extended when an extension for TQ is approved. Separate written requests must be submitted and approved for the extension of household goods storage and the extension of TQ.

**The following CDC guidance applies to FTR 302-8.400(b):**

- The CIO approving official may approve requests to extend temporary storage beyond the initial 90 days.

**The following CDC guidance applies to FTR 302-8.400(c):**

The storage company will invoice the National Traffic Service (NTS), who performs a pre-audit of the invoice, and forwards the invoice with changes as necessary, to the household goods program administrator, BPD, to directly reimburse the storage company. Because the storage company will bill BPD directly, no receipts are required and BPD will be responsible for following up with the traveler to collect reimbursement from the traveler for any additional expenses incurred.

If the employee is authorized to store goods at a self-storage facility and an extension beyond the initial 90-day period is approved, the employee must submit a copy of the warehouse receipt or other bill for storage with his claim for reimbursement. The total reimbursement amount must not exceed the rates published in the Nationwide Household Goods Commercial Relocation Tariff, supplements and reissues.

**The following CDC guidance applies to FTR 302-8.400(d):**

The CIO travel-approving official will determine whether a location meets the criteria to be considered an isolated official station, and will also determine whether or not reasonable conditions exist for allowing extended storage at Government expense.



**The following CDC guidance applies to FTR 302-8.400(e):**

The household goods program administrator, BPD, will work with the employee to determine the duration and location of extended storage. An amendment must be prepared to indicate the duration and location of the extended storage on the travel order. The CIO travel-approving official will provide direction to the traveler regarding whether an extension of storage is authorized.

## ***Transportation and Emergency Storage of a POV***

<b>What governing policies must we establish for the allowances for transportation and emergency storage of a POV?</b>	<b>FTR 302-9.502</b>	<b>You must establish policies governing:</b> <ul style="list-style-type: none"><li>(a) When you will authorize transportation and emergency storage of a POV;</li><li>(b) When you will authorize transportation of a replacement POV;</li><li>(c) Who will determine if transportation of a POV to or from a post of duty is in the interest of the Government;</li><li>(d) Who will determine if conditions have changed at an employee's post of duty to warrant transportation of a POV in the interest of the Government;</li><li>(e) Who will determine if transportation of a POV wholly within CONUS is more advantageous and cost effective than having the employee drive the POV to the new official station; and</li><li>(f) Who will determine whether to allow emergency storage of an employee's POV, including where to store the POV.</li></ul>
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**CDC The following CDC guidance applies to FTR 302-9.502(a):**

The CIO travel-approving official may authorize transportation of a POV. The travel-approving official must perform a cost-benefit analysis to determine if the shipment of the vehicle is the most advantageous transport option available to the Government.

Emergency storage of a POV may be recommended by the CIO travel-approving official in the case of natural disaster, circumstances beyond the traveler's control that require immediate evacuation of the employee and his or her immediate family, or any other special scenario that is determined reasonable and in the best interest of the Government.

**The following CDC guidance applies to FTR 302-9.502(b):**

The CIO travel-approving official may authorize the transportation of a replacement POV if the situation is considered to be an extreme circumstance beyond the employee's control, therefore making transportation of the vehicle in the best interest of the Government.

**The following CDC guidance applies to FTR 302-9.502(c):**

The CIO travel-approving official may authorize transportation of a POV. The transportation officer, BPD will perform a cost-benefit analysis to determine if the shipment of the vehicle is the most advantageous transport option available to the Government. The travel-approving official will provide direction to the traveler based upon the results of that analysis.

**The following CDC guidance applies to FTR 302-9.502(d):**

The CIO travel-approving official will provide direction to the traveler regarding whether the change in circumstances at the new duty post make the transportation of a POV in the best interest of the Government. The CIO travel-approving official will consider all factors affecting costs and special circumstances related to the relocation when making this decision.

**The following CDC guidance applies to FTR 302-9.502(e):**

The CIO travel-approving official will provide direction to the traveler regarding whether the transportation of a POV, as opposed to driving the POV to the new duty station, is in the best interest of the Government. The CIO travel-

approving official will consider all factors affecting cost and special circumstances related to the relocation when making this decision.

**The following CDC guidance applies to FTR 302-9.502(f):**

The CIO travel-approving official will provide direction to the traveler regarding whether emergency storage of a POV is authorized. Emergency storage will be authorized in the instance of natural disaster, circumstances beyond the traveler's control that require immediate evacuation of the employee and his or her immediate family, or any other special scenario that is deemed reasonable and in the best interest of the Government. The household goods program administrator, BPD, will work with the CIO travel-approving official to determine the duration and location of emergency storage.

## ***Transportation of a Mobile Home***

<b>What policies must we establish for authorizing transportation of a mobile home?</b>	<b>FTR 302-10.400</b>	<b>You must establish policies for authorizing transportation of a mobile home that implements this part including when:</b>  <b>(a) It is considered in the best interest of the Government to assume direct responsibility for preparing and transporting an employee's mobile home;</b> <b>(b) To authorize an advance of funds for a commercial carrier transporting an employee's mobile home based on constructive or estimated cost when the employee assumes direct responsibility for payment.</b>
	<b>CDC</b>	<b>The following CDC guidance applies to FTR 302-10.400(a):</b>  The individual is entitled to transportation of a mobile home or boat in lieu of transportation of household goods if the individual certifies that the mobile home will be used as the primary residence at the new duty station. If this option is chosen, the traveler cannot be reimbursed for shipment of household goods. Instead, the traveler may be reimbursed for transportation of a mobile home, not to exceed the expense the Government would have incurred for shipping 18,000 lbs. of household goods and 90-days of temporary storage.  <b>The following CDC guidance applies to FTR 302-10.400(b):</b>  An advance may be granted must not to exceed the estimated allowable amount in (a) above.

## ***Real Estate and Residence Transactions***

What policies must we establish?	FTR 302-11.400	You must establish internal policies and procedures to implement this part.
		<p>CDC An employee may elect to use a relocation services company to assist with real estate and residence transactions related to the PCS. CDC adheres to the GSA contract for relocation services and complies with the regulations provided in the FTR when offering this service. The request for relocation services must be authorized on the travel order.</p>

## ***Home Marketing Incentive Payment Program***

**What policies and procedures must we establish to govern our home marketing incentive payment program?**

**FTR 302-14.101 You must establish policies to govern:**

- (a) The conditions under which you will authorize a home marketing incentive payment for an employee;**
- (b) The amount of the home marketing incentive payment(s) you will offer or the method you will use to compute your home marketing incentive payments; and**
- (c) Who will determine in each case whether a home marketing incentive payment is authorized.**

CDC CDC does not allow the use of home marketing incentive payment program option.

## ***Property Management Services***

What governing policies must we establish for the allowance for property management services?

FTR 302-15.70

You must establish policies and procedures governing:

- (a) When you will authorize payment for property management services for an employee who transfers in the interest of the employee;
- (b) Who will determine, for relocations to official stations in the United States, whether payment for property management services is more advantageous or cost effective than sale of an employee's residence at Government's expense;
- (c) If and when you will allow an employee who was offered and accepted payment for property management services to change his or her mind and elect instead to sell his or her residence at Government expense in accordance with [paragraph \(d\)](#) of this section of this section; and
- (d) How you will offset expenses you have paid for property management services against payable expenses for sale of the employee's residence when an eligible employee who elected payment for property management services changes his or her mind and elects instead to sell his or her residence at Government expense.

CDC CDC does not offer property management services.



## ***Miscellaneous Expense Allowance (MEA)***

<b>What governing policies must we establish for MEA?</b>	<b>FTR 302-16.200</b>	<b>For MEAs you must establish policies and procedures governing:</b> <ul style="list-style-type: none"><li><b>(a) Who will determine whether payment for an amount in excess of the flat MEA is appropriate; and</b></li><li><b>(b) How you will pay an MEA in accordance with <a href="#">302-16.3</a> and <a href="#">302-16.4</a>.</b></li></ul>
	<b>CDC</b>	<p><b>The following CDC guidance applies to FTR 302-16.200(a):</b></p> <p>For amounts in excess of the \$500 for an employee, or \$1,000 for a family, the CIO travel-approving official will provide direction to the traveler regarding reimbursement for miscellaneous expenses. When reimbursement for an amount in excess of the flat MEA is authorized on the travel order, the employee is required to provide receipts to justify all miscellaneous expenses incurred. FMO will make the final determination regarding the authorized MEA reimbursement amount.</p> <p><b>The following CDC guidance applies to FTR 302-16.200(b):</b></p> <p>CDC may reimburse an employee up to \$500, or \$1,000 for a family, when miscellaneous moving expenses (i.e. to cover deposits for utilities) are claimed. If the employee and family travel separately, the employee will receive \$500 of the authorized MEA upon relocation and the remaining \$500 once the family arrives. The total amount should be claimed along with en route travel expenses, and no receipts are required. If an amount in excess of the flat MEA is authorized on the travel order, CDC will reimburse the individual for claims that are supported by proper documentation and are in accordance with the FTR and supplemental CDC guidance.</p>